



Mechanic I

General Information

Classification Code:	TCHSPC
Effective Date:	9/13/2021
Pay Grade:	B22
FLSA Status:	Non-exempt

Position Summary

The Mechanic I performs diagnosis, repair, modification, and routine preventative maintenance and inspections of City-owned vehicles and equipment issues. May assist with complex repairs to fleet vehicles and equipment. Performs other related duties as assigned.

Classification Characteristics

Technical Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process. The Mechanic I position is distinguished from the Mechanic II by the level of knowledge and experience working on complex fleet vehicles and equipment, and the performance of broad equipment diagnosis and repair.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Perform routine preventative maintenance and inspection of all city vehicles and equipment, including changing oil and filters, mounting, and balancing tires, checking safety equipment, suspension, and drive train systems. Repair flat tires, replace bulbs or fuses, jump start vehicles.
- 2 Perform transmission, brake, air conditioning and electrical and charging system repairs and adjustments. Machine rotors and drums. Test drive vehicles.
- 3 Operates gas and diesel pumps, hand and air tools, tire machines, and testing equipment to service and inspect vehicles and equipment.
- 4 Assist other mechanics in performing corrective maintenance of all city vehicles, including diagnosis. Assist in developing and implementing preventative maintenance efficiencies.
- 5 Conduct emergency service calls in the field. Diagnose problems and make repairs or adjustments, as appropriate.
- 6 Secures, cleans, repairs, and maintains shop facility, workspace, tools, and equipment.
- 7 Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
- 8 Develop safe work habits and follow all required safety policies, procedures, and techniques. Contribute to safety of self, co-workers, and the general public.
- 9 Picks up parts from suppliers, transports vehicles off site for refueling.
- 10 Performs other duties of a similar nature or level.

Functional Specific Responsibilities

N/A

Qualifications

Minimum Qualifications:

- Associates degree or two-year technical certificate and 0-2 years of experience or any equivalent combination education and experience to successfully perform the job.

Licensing/Certifications:

- A valid Oregon driver's license at time of appointment.
- Oregon Commercial Driver's License (CDL), Class B and endorsement, is required.
- Ability to pass and maintain Criminal Justice Information Services (CJIS) background requirements.

Technology:

- Calendar and scheduling software — Scheduling software
- Electronic mail software — IBM Notes; Microsoft Outlook
- Information retrieval or search software — Online service manual database software; Technical manual database software
- Internet browser software
- Office suite software — Microsoft Office
- Operating system software — Microsoft Windows
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word
- Vehicle diagnostic equipment

Knowledge Required:

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- Repairing — Repairing machines or systems using the needed tools.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Operation and Control — Controlling operations of equipment or systems.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Equipment Selection — Determining the kind of tools and equipment needed to do a job.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and

Qualifications

evaluate options and implement solutions.

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.

Abilities:

- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Control Precision — The ability to adjust the controls of a machine or a vehicle quickly and repeatedly to exact positions.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Hearing Sensitivity — The ability to detect or tell the differences between sounds that vary in pitch and loudness.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Oral & Written Comprehension — The ability to read or listen to and understand information and ideas presented through spoken or written words and sentences.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Auditory Attention — The ability to focus on a single source of sound in the presence of other distracting sounds.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Reaction Time — The ability to quickly respond to a signal when it appears.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing					X	0-10 lbs.				X	
Sitting		X				11-20 lbs.				X	
Walking – Even Surface					X	21-50 lbs.				X	
Walking – Uneven Surface			X			51-75 lbs.			X		
Kneeling			X			76-100 lbs.		X			
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping			X			Indoors				X	
Twisting			X			Outdoors		X			
Crawling		X				Dust		X			
Squatting/Crouching			X			Fumes/Odors/Gasses			X		
Balancing		X				Chemical Agents		X			
Reach – Overhead			X			Biological Agents		X			
Reach – Forward				X		Noise – Low					X
Reach – Backward		X				Noise – Moderate				X	
Climbing – stairs		X				Noise – High		X			
Climbing - ladder		X				Low Light		X			
USE OF HANDS						Heat			<td>X</td> <td></td>	X	
Grasping – whole hand					X	Cold			X		
Grasping – pinch grip					X	Restricted workspace		X			
Fine manipulation/feeling					X	Vibration – whole body		X			
Keyboarding		X				Vibration - extremity			X		
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.					X	Driving – vehicle/equipment		X			
11-20 lbs.					X	Operate foot controls		X			
21-50 lbs.			X			Seeing					X
51-75 lbs.			X			Talking					X
76-100 lbs.		X				Hearing					X
						Extended work hours		X			

Classification History

Created 09/01/2021
Adopted 9/13/2021

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____